

DEPARTMENT OF GENERAL SERVICES
Records Management Division
Supersedes Schedule 687

SCHEDULE
NO. 1225

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RECORDS RETENTION AND DISPOSAL SCHEDULE

| Maryland Department of the Environment | | Board of Environmental Sanitarians |
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| AGENCY | | DIVISION |
| Item No. | Description | Retention |
| 1. | <u>Minutes of the Board</u> The record of Board meetings covering the official acts of the Board with respect to policy, administrative operations and procedures. Minutes are arranged chronologically by meeting date. | Retain permanently. Transfer periodically to the State Archives. |
| 2. | <u>Applications for State Licensure</u> A. Files for active licensees containing Board applications, college transcripts, reference request forms, and correspondence. B. Files for non-renewed licensees, inactive sanitarians-in-training, deceased former license holders, containing applications, transcripts, etc. C. Files for denied, ineligible applicants that contain all or some of the items named in A. | A. Retain permanently. Transfer periodically to the State Archives. B. Retain permanently. Transfer periodically to the State Archives. C. Retain 2 years; thereafter destroy. |
| 3. | <u>Log Books</u> 3 different books containing: a. Fees received b. Names and certificate numbers of sanitarians-in-training c. Names and license numbers of licensed environmental sanitarians. | Retain: a. 3 years after last entry, then destroy. b. 2 years after last entry, then destroy. c. 2 years after last entry, then destroy. |
| 4. | <u>Computer Printouts</u> Rosters of sanitarians and sanitarians-in-training containing names, license or certification numbers, current addresses, status, and continuing education units. Printed on an as-needed basis. | Retain until replaced by an updated, current roster. Destroy earlier roster. |
| 5. | <u>General Correspondence Files</u> Incoming and outgoing letters, memos, etc. arranged chronologically. | Retain for 2 years, then destroy. |

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by

Date

Signature

Title

Date

State Archivist

RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

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| Item No. | Description | Retention |
|-------------|--|--|
| 6. | <p><u>Disciplinary Files</u> Transcripts of court hearings, files containing information and correspondence on licensed individuals under investigation.</p> | <p>Retain permanently. Transfer periodically to State Archives.</p> |
| 7. | <p><u>Deposit Slips and Receipts</u> Record of fees deposited by the Board through MDE's Fiscal Services Unit into the General Fund.</p> | <p>Retain until after records have been audited by the Legislative Auditors; thereafter destroy.</p> |